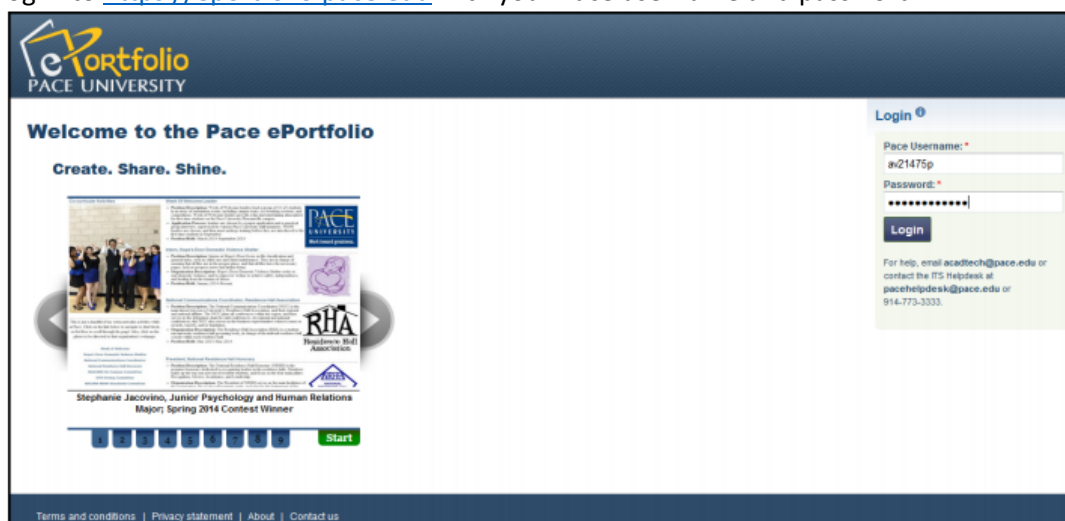




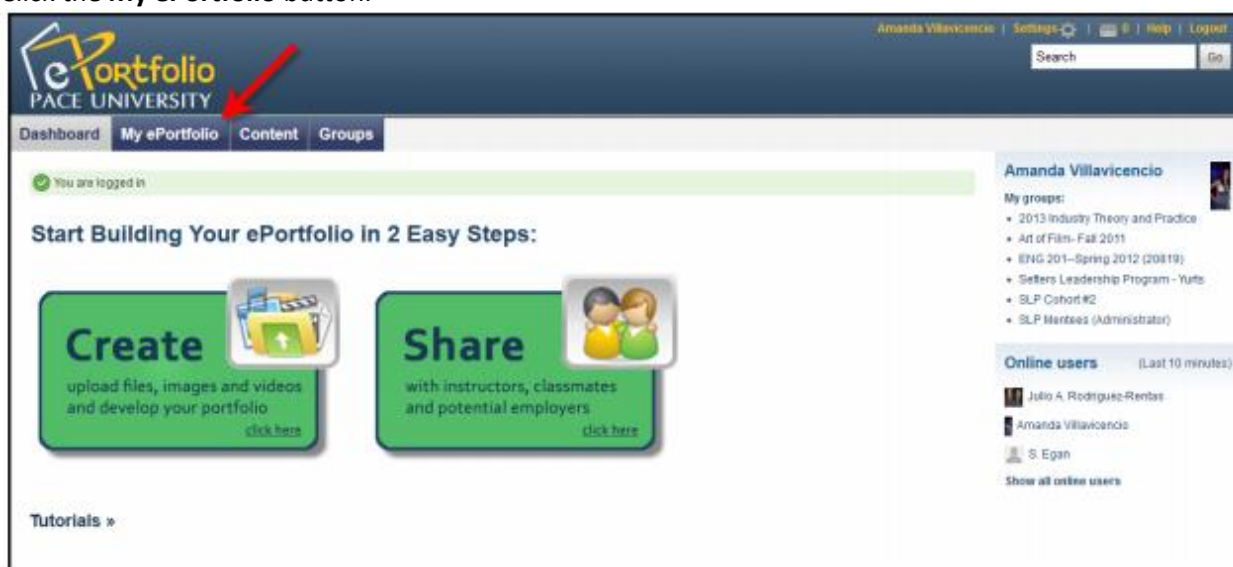
COPY A PAGE OR COLLECTION

This tutorial will demonstrate how to copy a page, or collection of pages, from a Pace ePortfolio user. If you are in the PLV English program, this tutorial applies to you.

1. Log in to <https://eportfolio.pace.edu> with your Pace username and password.

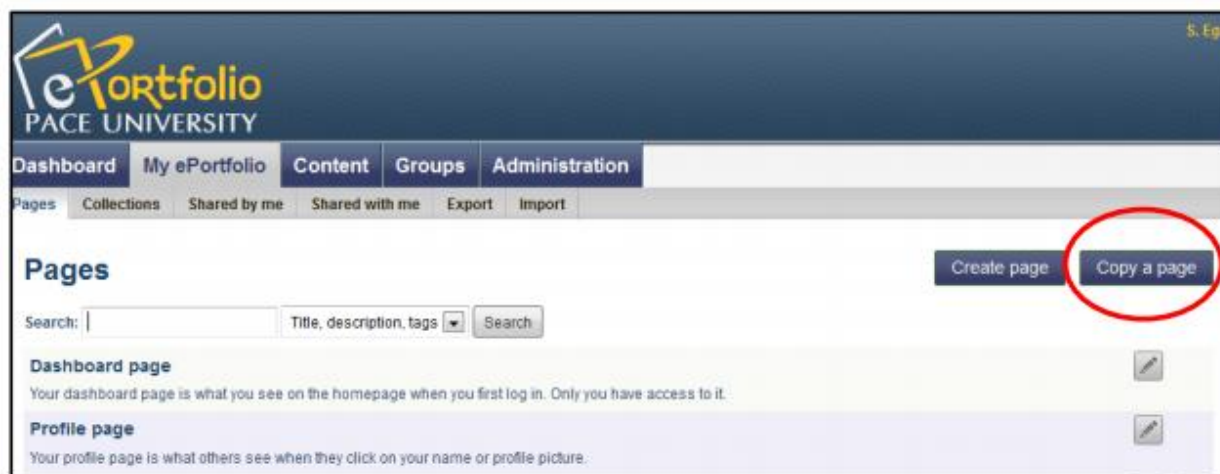


2. Click the **My ePortfolio** button.

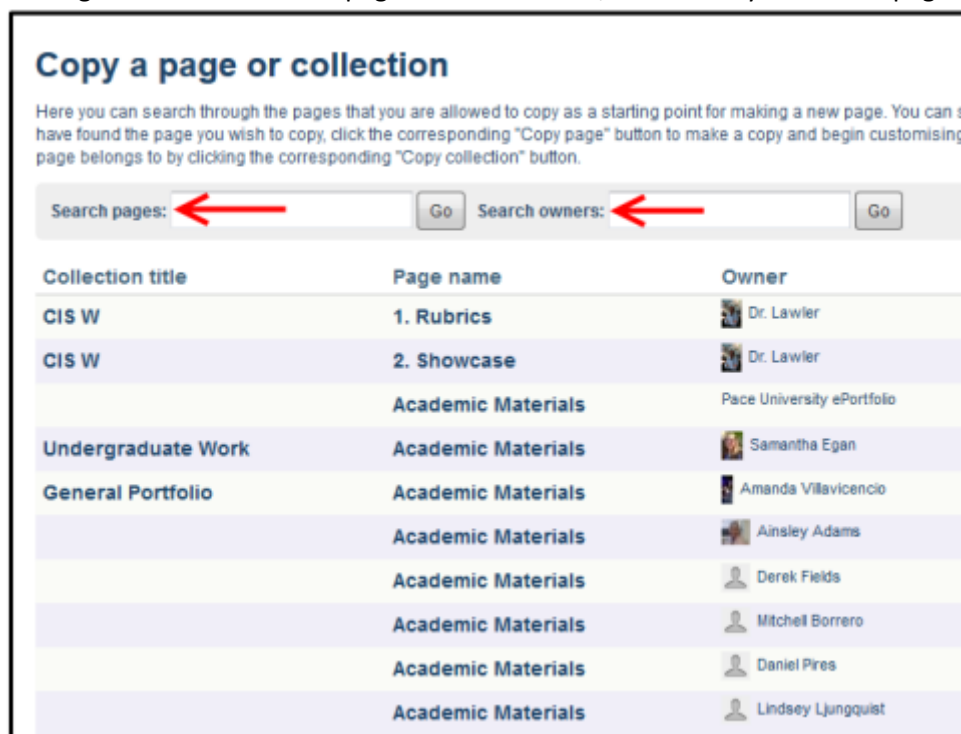




3. Click **Copy a Page**.



4. Scroll through the list of available pages and collections, or search by owners or page title.





5. Select the **Copy page** button or the **Copy collection** button next to the page or collection you intend to copy.

Copy a page or collection

Here you can search through the pages that you are allowed to copy as a starting point for making a new page. You can see a preview of each page by clicking on its name. Once you have found the page you wish to copy, click the corresponding "Copy page" button to make a copy and begin customising it. You may also choose to copy the entire collection that the page belongs to by clicking the corresponding "Copy collection" button.

Search pages: Go Search owners: Go

Collection title	Page name	Owner	
CIS W	1. Rubrics	Dr. Lawler	Copy collection Copy page
CIS W	2. Showcase	Dr. Lawler	Copy collection Copy page
	Academic Materials	Pace University ePortfolio	Copy page
Undergraduate Work	Academic Materials	Samantha Egan	Copy collection Copy page
General Portfolio	Academic Materials	Amanda Villavicencio	Copy collection Copy page
	Academic Materials	Ainsley Adams	Copy page
	Academic Materials	Derek Fields	Copy page
	Academic Materials	Mitchell Borrero	Copy page
	Academic Materials	Daniel Pires	Copy page
	Academic Materials	Lindsey Ljungquist	Copy page

6. You can rename the page and add a description. Be sure to click **Save** when done.

✓ Copied 12 blocks and 0 artefacts from Academic Materials

Edit title and description Edit layout Edit content Display page » Share page »

Page title * Copy of Academic Materials

Page description

Font Family Font Size Paragraph

Path: p

Tags Show my tags

Name display format * Display name (Amanda Villavicencio)

How do you want people who look at your page to see your name?

Save





7. The copied page will now be available on your list of pages under the **My ePortfolio** tab.

Pages

Create pageCopy a page

Search:

Title, description, tags

Search

Dashboard page	
Your dashboard page is what you see on the homepage when you first log in. Only you have access to it.	
Profile page	
Your profile page is what others see when they click on your name or profile picture.	
Academic Materials	
Co-curricular /Extracurricular Activities	
Copy of Academic Materials	

My Notes: